

YELLOWSTONE COUNTY TREASURER'S OFFICE

Bank Error Reporting and Escalation Policy

Policy # 26-02

Purpose

The purpose of this policy is to ensure timely communication, appropriate oversight, and effective resolution of significant bank account errors.

Policy

When an error in the amount of **\$50,000 or greater** is identified on any bank account, the error must be **communicated as soon as possible** to ensure prompt awareness and response. Staff are required to **CC the Finance Director and Treasurer on all communications with the bank related to the identified error**, beginning with the initial notification and continuing through final resolution.

Procedures

1. Upon identifying a bank error of \$50,000 or greater, staff shall notify the bank as soon as possible. The Finance Director and Treasurer should be copied on the notification sent to the bank. If the bank is notified in person or by phone call, the Finance Director and Treasurer should be notified immediately after.
2. The Finance Director and Treasurer must be copied on all written communications with the bank regarding the error.
3. The Finance Director and Treasurer shall remain copied on all subsequent correspondence until the error has been fully resolved and documented.

Compliance

Failure to follow the directives of this policy, and policy procedures contained herein will result in discipline up to and including termination of employment with Yellowstone County.

Effective Date

This policy is effective immediately and applies to all applicable bank accounts and payment platforms.

Signatures

Mona Hunt, Cash Management Supervisor

Christine Nichols, Head Cashier

Brenda McKinnon, Accounting Assistant/School Clerk

Approved this ____ day of January 2026. The Board of County Commissioners, or the County Treasurer reserves the right to modify, amend or alter this policy.

ATTEST:

Board of County Commissioners

Yellowstone County

Jeff Martin

Yellowstone County Clerk and Recorder

Mark Morse, Chairman

Michael J. Waters, Member

Chris White, Member